Leaves of Absence Overview

- Key Terms
- Process Overview
- Primary Pages
- Accrual Cadence
- Payroll Calendar
<table>
<thead>
<tr>
<th><strong>Key Term</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
<td>Date the employee leave begins = Effective Date of Leave in Job Data.</td>
</tr>
<tr>
<td><strong>Expected Return Date</strong></td>
<td>Date the employee is expected to return from leave.</td>
</tr>
<tr>
<td><strong>Last Date Worked</strong></td>
<td>The last date the employee physically worked.</td>
</tr>
<tr>
<td><strong>Actual Return Date</strong></td>
<td>Date the employee returns to work, absence request is edited with actual return date.</td>
</tr>
<tr>
<td><strong>FMLA/CFRA/PDLL</strong></td>
<td>The Federal and State statutes that protect an employee’s job while on leave. FMLA = Family Medical Leave Act; CFRA = California Family Rights Act; PDLL = Pregnancy Disability Leave Law.</td>
</tr>
<tr>
<td><strong>Pay Period Dates for Academics</strong></td>
<td>The quarter pay period dates associated with an academic leave.</td>
</tr>
<tr>
<td><strong>Workflow Status</strong></td>
<td>Identifies the current standing of the absence request related to the processing workflow.</td>
</tr>
<tr>
<td><strong>Action/Action Reason Codes</strong></td>
<td>Action Code defines “What” and Reason Code defines “Why”. For Extended Leaves of Absence these codes are entered by UCPC upon approval of leave.</td>
</tr>
<tr>
<td><strong>Extended Leave Monitoring Report</strong></td>
<td>Report that identifies all employees that are on extended leaves, accessed through Cognos reports.</td>
</tr>
<tr>
<td><strong>SHC</strong></td>
<td>Serious Health Condition.</td>
</tr>
<tr>
<td><strong>Absence Management (AM)</strong></td>
<td>A module in UCPath that Leave Initiators &amp; Approvers use to plan and manage absence events (including extended leaves) and to calculate vacation and sick time.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Absence Takes</td>
<td>The number of units (hours) an employee takes in association with an absence.</td>
</tr>
<tr>
<td>Extended Absence (EA) Request</td>
<td>Transaction Request to place employee on a Paid/Unpaid Leave of Absence.</td>
</tr>
<tr>
<td>Leave with Pay</td>
<td>Leave in which the employee continues to get paid and maintains existing benefits. The employee’s pay status will change to Paid Leave of Absence to ensure the employee continues to get paid and receive benefits accordingly.</td>
</tr>
<tr>
<td>Leave without Pay</td>
<td>Leave in which the employee does not continue to get paid and benefits are discontinued unless the employee elects to maintain benefits by paying applicable monthly premiums through the Direct Billing process. The employee’s payroll status will change to Unpaid Leave of Absence to ensure the employee is no longer paid.</td>
</tr>
<tr>
<td>Intermittent Leave/ Reduced Schedule</td>
<td>Paid or unpaid Leave for an intermittent date range or at a reduced work schedule. For example, an employee uses medical leave for physical therapy twice a month.</td>
</tr>
<tr>
<td>Return from Leave (RFL)</td>
<td>When employee physically returns to work after a Leave of Absence, the actual return date is entered on the EA Transaction and the Return from Leave (RFL) is added to Job Data changing payroll status to Active.</td>
</tr>
<tr>
<td>Leave Administrator</td>
<td>The role provisioning required to initiate and approve transactions in this training.</td>
</tr>
</tbody>
</table>
Leaves of Absence (LOA) | Process Overview

<table>
<thead>
<tr>
<th>INITIATOR</th>
<th>APPROVER</th>
<th>UCPath CENTER (UCPC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review Benefits Summary information with employee if the employee informs the Location of the leave of absence prior to the beginning of the leave. This is especially important for unpaid leaves of absence.</td>
<td>1. Reviews the leave information. Approves or denies the request. Can also make updates as needed. If updates are made, be sure to enter a note describing the change.</td>
<td>1. Reviews the leave information. Can approve, deny or push back.</td>
</tr>
<tr>
<td>2. Enters and submits the extended leave of absence request in UCPath; AWE automatically routes the absence request to the Approver.</td>
<td>2. When the request is approved, the request routes to the next Approver at UCPC WFA Production.</td>
<td>2. If approved, UCPC WFA Production enters the leave info into the employee’s Job Data.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. After the leave is entered into Job Data, UCPC WFA Production adds a note in the absence request then approves it.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Once the absence request is approved, an automated email message is sent to the Location Approver.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If there are any issues with the request, UCPC WFA Production does not update the employee’s Job Data and has the option to deny the request or push the request back to the previous Location Approver for edit.</td>
</tr>
</tbody>
</table>
**Extended Leaves of Absence | Types**

- Leaves of Absence are applicable to all employee records (multiple jobs) unless otherwise indicated in the absence request.

- A new Leave of Absence request must be initiated if the transaction is canceled by UCPC, denied, or when the leave type changes, for example:
  - Paid to Unpaid
  - FML to Non-FML
  - FML to Medical
  - Exception: You can update a Workers’ Compensation Leave to Medical using the same absence request.

### Family and Medical Leave

Qualifying medical leaves under any of the following statutes:

- FMLA – Family and Medical Leave Act
- CFRA – California Family Rights Act
- PDLL – Pregnancy Disability Leave Law

### Leaves of Absence Types

- Medical
- Workers’ Compensation
- Sabbatical
- Military Leave
- Personal
- Bereavement
- Rehabilitation

- Leaves can be paid, unpaid or a combination; can be full time, reduced schedule or intermittent.
Extended Leave of Absence | Primary Pages

Transaction Pages

REQUEST EXTENDED ABSENCE
Used to enter a new Leave of Absence Request

ADMINISTER EXTENDED ABSENCE
Used to view request status, edit an existing Absence Request; including returning an employee from leave or cancelling an Absence Request

View-Only Pages

BENEFITS SUMMARY
Used to view current enrollments and benefit costs and to print Benefit Summary and Election forms

ADMIN – REVIEW ABSENCE BALANCES
Used to view the employee’s absence balances

EXTENDED ABSENCE TRANS HISTORY
Used to review the history of a specific Leave of Absence request
Benefit Summary & Election Form

There are two forms you should provide to an employee when they inform you of the need for an **unpaid** Leave of Absence prior to the beginning of the leave:

**Benefit Summary**
- Displays current benefit rates
- If a rate change is implemented while an employee is on leave, they will receive a notification by mail

**Election Form**
- Employee uses this form to identify the benefits they want to continue while on leave
- Form must be submitted by the employee to UCPC to enter applicable benefit updates into UCPath

The E-347 process runs at the start of each calendar month and updates the rates effective for that month. Note that, if an employee (EE) is going on leave effective 1/1/19, and the current date is 12/15/18, the new rates for 2019 will not appear until E-347 runs in January 2019.
If employee does not return the Election Form, they continue enrollments in their current elections and will be billed by UCPC for all of the enrollment plans. If the employee returns the Election Form, UCPC updates their benefits and bills for elected benefits. If all benefits are cancelled, employee does not receive statements.

Completed forms can be submitted on the UCPath site, via fax or via mail.

**Note:** The UC continues to pay the employer portion for Health, Vision and Dental during any FML leave (Paid or Unpaid).

Click this button and give the forms to the employee if they request an unpaid Leave of Absence.

Click this box after the forms are printed and given to the employee.

The Benefits As of date must be a month prior in order to populate the summary page with costs.
Use the As of Date field to select the pay period for which you want to review an absence balance.

Use the Review Absence Balance page to view an employee's current and past leave balances.

**NAVIGATION**

- PeopleSoft Menu
- UC Customizations
- UC Extensions
- Admin – Review Absence Balance
Accrual Cadence

MONTHLY

- Monthly employees accrue on a monthly basis.
- For monthly employees the takes processed in the current pay cycle are from the previous calendar month and appear for the previous **As of Date** on the Admin- Review Absence Balances page.

BIWEEKLY

- Biweekly employee balances are updated every pay period with takes.
- Bi-weekly employees accrue on a quadri-weekly basis.
For Leave of Absence transactions to impact payroll, they must be submitted and approved locally no later than **3:00 pm** on the **Employee Data Change** deadline.

![Payroll Calendar](Image)

### Inbound Files - Description

- E-084: Manage Accurals
- E-330: Batch Load Additional Pay
- I-160: Tuition Reimbursement
- I-176: Parking Deductions
- I-181: Regular Time Entry
- E-353: Batch Load One-Time Payments
- I-171: Recurring General Deductions
- I-178: Parking Deductions Corrections
- I-378: One Time General Deductions
- I-618: Flat Dollar Amount.

### Employee Data Change

- One Time Pay
- Mass Hire
- Leave Transaction
- Retro Pay
- Manage Accrual
- HR template
- Union Enrollment
Request Extended Absence

- Dates
- Leave Types
- FMLA/CFRA/PDLL
- Paid/Unpaid
- Last Day Worked
- FMLA/CFRA/PDLL Adjustment
Use this section to initiate an Extended Leave of Absence request.

The Extended Absence Summary section displays the history of leaves submitted for the employee. The leave history can include up to two years of information – post go live. Click each tab to view additional information.

Click the View All link to display all leave history.
Use the **New Extended Absence Request** section to enter an absence request.

- **Start date:** Date the employee begins leave and **Effective Date** of the leave in **Job Data**
- **Expected Return Date:** Date the employee is expected to return to work
  - It is the department’s responsibility to make sure this date is accurate and up-to-date.
  - Initiators should review the **Expected Job End Date** (in **Job Data** or **Workforce Job Summary** page) before submitting a leave to ensure the **Expected Return Date** is not beyond the **Expected Job End Date**
- **Actual Return Date:** Completed after the employee returns to work. (UC San Diego’s best practice is to adjust the Expected Return Date to match the Actual Return Date).
Consecutive Absence Requests

**The Start Date of the next leave = the Expected Return Date of the prior leave.**

**Update the Expected Return Date and the Actual Return Date to match.**

**Last Day Worked is the same on each row.**

**Only one Actual Return Date**

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Start Date</th>
<th>Expected Return Date</th>
<th>Actual Return Date</th>
<th>Leave</th>
<th>FMLA/CFRA/PDLL Leave</th>
<th>Paid/Unpaid</th>
<th>Last Date Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1514</td>
<td>10/16/2015</td>
<td>11/02/2015</td>
<td>11/02/2015</td>
<td>Parental Bonding*</td>
<td>Parental Bonding-FMLA/CFRA</td>
<td>Paid-Block</td>
<td>09/07/2015</td>
</tr>
<tr>
<td>2 151036</td>
<td>10/07/2015</td>
<td>10/16/2015</td>
<td>10/16/2015</td>
<td>Childbearing Leave*</td>
<td>Pregnancy Disability-FMLA/PDLL</td>
<td>Unpaid-Block</td>
<td>09/07/2015</td>
</tr>
<tr>
<td>3 151725</td>
<td>09/08/2015</td>
<td>10/07/2015</td>
<td>10/07/2015</td>
<td>Childbearing Leave*</td>
<td>Pregnancy Disability-FMLA/PDLL</td>
<td>Paid-Block</td>
<td>09/07/2015</td>
</tr>
</tbody>
</table>
Start Date and Expected Return Date fields are required, to view and select Leave types.

The Leave options that appear are dependent on the Eligibility Group assigned to the employee. For example, academic employees have sabbatical options available.

Leave types that include an asterisk (*) may also require FMLA/CFRA/PDLL to be selected per federal or state law.

Review the Extended Absence Request Leaves and Description Job Aid on the UCPath Help Site for Transactional Users to read a description of each leave type in the list.
If applicable, select an option from the **FMLA/CFRA/PDLL Leave**, list

The **FMLA/CFRA/PDLL** field is needed only when the leave is specific to FMLA, CFRA or PDLL. The **FMLA/CFRA/PDLL Leave** field can be entered in combination with the **Leave** field in the same absence request (single row).

For example, instead of two absence requests:

- 1st absence request indicating **Medical Leave** (No FMLA, CFRA, or PDLL indicated).
- 2nd absence request indicating **Employee’s SHC-FMLA** (No Leave indicated).

Use one absence request:

- Use a single row to indicate **Medical Leave** and **Employee’s SHC-FMLA**.
There are three options for the **Paid/Unpaid** field. When the leave changes from one paid status to another, a new absence request is required.

<table>
<thead>
<tr>
<th>Paid/Unpaid Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermittent/Reduced Schedule</td>
<td>Paid or unpaid for intermittent date range, e.g. employee uses medical leave for Physical Therapy, twice a month. This is reported through Time and Attendance. Leaves submitted with this option are not entered in Job Data.</td>
</tr>
<tr>
<td>Paid-Block</td>
<td>Paid Leave of Absence for specified date range.</td>
</tr>
<tr>
<td>Unpaid-Block</td>
<td>Unpaid leave of absence for the specified date range.</td>
</tr>
</tbody>
</table>
The Last Date Worked field is required for all extended Leaves of Absence

Enter the last date the employee was physically at work

The date must be at least one day prior to the Start Date

This field informs UCPC Benefits/Billing of the employee’s last date at work and is used to complete the UC Statements to the Disability Vendor, if applicable.
Extended Absence Details Tab | FMLA/CRFA/PDLL Adjust Hrs

Unpaid Leave of Absence **CAN** Use Adjustment Hours

- **FMLA/CFRA/PDLL Adjustment Hours** field is used for employees with alternate schedules only*
- Enter **FMLA/CFRA/PDLL usage hours** for the entire leave period

NOTE: If manual hours are provided, UCPath does not automatically calculate FMLA/CFRA/PDLL hours and deduct from balance; use Manage Accruals.

Paid Leave of Absence **CANNOT** Use Adjustment Hours

- **FMLA/CFRA/PDLL** hours should be sent through UC San Diego Time and Attendance systems

*UCPath automatically calculates **FMLA/CFRA/PDLL** hours used based on an 8-hour day, Monday-Friday schedule, prorated based on FTE.
The **Workers’ Compensation** tab displays if a workers’ compensation Leave type is selected. The sum of the percent fields must equal 100%. Once approved, the WC percent values are captured in the JED section of Job Data.

**REG Percent**
Enter regular pay percent, if distributed. For partial workers’ comp leave, enter % of time during leave the employee is still working.

**ESL Percent**
Enter the percent that is **paid** under Extended Sick Leave (ESL). This should not exceed a total of 80%. To equal 100%, enter the balance of 20% under WCN.

**WCS Percent**
*Only Safety Members* (e.g. Police/Firefighters) may be eligible to stay on UCpay but do not pay taxes. Locations enter the appropriate JED distribution for the percent of the leave that is **paid** under WCS. This must be used in conjunction with a Salary Continuance Safety Leave.

**WCN Percent**
Locations provide the percent of the leave that is **unpaid**. This percent will be entered on JED by UCPC.

**WCP Percent**
Locations enter the percent of the leave that is **paid by Workers Comp**.

**WCR Percent**
Used only by UCPC.

**Contingency Fund Flag**
Select the check box to inform UCPC to place the employee on the Health Contingency Fund. If eligible, UC covers the full cost of medical premiums for the employee. This action normally occurs after an employee has exhausted all ESL and is placed on an unpaid leave of absence.
- The **Notes** button is only available on the **Extended Absence Details** tab.

- Notes are required for any **requested or edited** Leave of Absence Request.

- **Notes** provide Leave Initiators, Approvers and UCPC, history of the **Leave of Absence Request**.

- UCPC relies on notes for guidance in processing the absence request in employee’s **Job Data**.

Example: Employee on [Paid or Unpaid or Intermittent/Reduced Schedule] [Leave Type] LOA for [enter reason] from [start date] with an expected return date of [expected return date].
The add/delete row buttons are only available on the **Extended Absence Details** tab

- Click the [+] button to insert a new absence request row; use to enter concurrent or consecutive leaves for the employee
- Click the [-] button to remove an absence request row
Transactions can be **Saved** or **Submitted for Approval**

- Ensure all appropriate documents or approvals outside of UCPath have been attained prior to submitting an absence request in UCPath
  - **Save**: The LOA request is saved, but not yet routed for approval; use if still waiting on required documents or local pre-UCPath approvals; Saved requests are accessed on the Request Extended Absence page
  - **Submit**: The LOA request is routed for approval via AWE; once submitted you can only view transaction from the Transaction History page or on the Administer Extended Absence page
Administer Extended Absences

- Administer Extended Absence Page
- Workflow Statuses
- When to Create vs Edit
- Returning from Leave
- Cancelling a Leave Request
This page displays the leave data and the transaction status once the EA has been submitted.

Actions available on this page: Edit, Approve, Cancel.

The **Workflow Status** identifies where the absence request is within AWE.

- With Initiator: Saved, Approved or Cancelled
- With first Approver (Local): Submitted or Sub Cancel
- With second Approver (UCPC): Appvl Prc or App Cancel

The page also displays the **Action** and **Action Reason** fields: These codes are reviewed and manually entered into the employee’s Job Data records by UCPC WFA Production. All impacted Job Data records (within a Business Unit or related Business Unit) are updated for the employee unless otherwise indicated in the leave of absence request.
The following are the status categories for Leaves of Absence Requests:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAVED</td>
<td>Created &amp; saved by Leave Initiator but not submitted for local approval</td>
</tr>
<tr>
<td>SUBMITTED</td>
<td>Routed to local approver for processing</td>
</tr>
<tr>
<td>APPRVL PRC</td>
<td>Approved by local approver and awaiting approval &amp; processing by UCPC</td>
</tr>
<tr>
<td>SUB CANCEL</td>
<td>Cancel Submitted by Leave Initiator and awaiting local Approval</td>
</tr>
<tr>
<td>DENIED</td>
<td>Rejected by local Approver or UCPC Approver</td>
</tr>
<tr>
<td>CANCELED</td>
<td>Cancel processed and approved by UCPC</td>
</tr>
<tr>
<td>APP CANCEL</td>
<td>Cancel approved by local approver and awaiting approval &amp; processing by UCPC</td>
</tr>
<tr>
<td>APPROVED</td>
<td>Processed &amp; approved by UCPC; Leave Initiator can still access to edit or cancel</td>
</tr>
<tr>
<td>Edit</td>
<td>New</td>
</tr>
<tr>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>- The employee must extend or shorten their existing leave (no change in leave type)</td>
<td>- The employee must change from one leave type to another leave type</td>
</tr>
<tr>
<td>- The leave must be changed from Workers’ Compensation to Medical</td>
<td>- The employee must change from Paid to Unpaid leave or from Unpaid to Paid leave</td>
</tr>
<tr>
<td>- The leave must be cancelled</td>
<td></td>
</tr>
<tr>
<td>- The employee returns from leave</td>
<td>When entering a new absence request in these situations, ensure the <strong>Start Date</strong> of the new absence request matches the <strong>Expected Return Date</strong> of the <strong>existing</strong> absence request.</td>
</tr>
</tbody>
</table>
You must submit an Edit to your absence request to return an employee from leave. It does not happen automatically.

If you do not return an employee from their leave, UCPC will not update that job data. For unpaid leaves, this means if you don’t return the employee, they do not get paid.

Review the Return from Leave of Absence UPK on the UCPath Help Site for Transactional Users
Timing Considerations

- Employees returning from an unpaid leave cannot complete time entry until the return from leave transaction is fully processed.

- If an employee is returned (and Job Data is updated) after the close of the pay period in the Time & Attendance system, the department must submit an off-cycle pay request for the time the employee was unable to enter.

- Transactors can check the Date Created field on the Work Location tab on the Job Data inquiry page to see when the record was updated to Active Payroll Status and determine if the update occurred prior to the close of the pay period in the Time & Attendance system.
UCPath Center will assume responsibility for all payment coordination events needed for an employee who is on Workers’ Compensation Leave with Pay.

There is no need for Location to submit time for an employee on leave unless he/she falls under the following categories:

### 3-DAY WAITING PERIOD

In the beginning of Workers’ Compensation leave, typically, the employee will have to use his/her own time to cover the period determined as the “waiting period” (the first 3 days). This time will come to the UCPath Center via Time and Attendance (I-181).

### TIME WORKED

When an employee is on Intermittent Leave, time worked will come to the UCPath Center via Time and Attendance (I-181). It is essential for Location to submit hours worked so that the UCPath Center can determine hours to be calculated for Supplemental Pay.

### WAITING TO BE ACCEPTED

There may be a period during which an employee will have to wait for the claim decision from Sedgwick. If the Location decides to allow the employee to use his/her leave balances until the claim is accepted, those hours will be submitted through local T&A. Once the claim is accepted, the UCPath Center will credit back any leave balances due to the employee and process any adjustments needed.
Cancel a Leave of Absence Request

The method used is dependent on the status of the approval process

**METHOD 1 | APPROVED**

Cancel from the Administer Extended Absence Request page

Use when Absence Request has been approved by UCPC and entered into Job Data

NOTE: Indicate any accrual hours or FMLA related balances that need adjustment in the notes. UCPC will use this information to ensure appropriate adjustments are made in UCPath.

**METHOD 2 | APPROVE PRC**

Submit a ticket to UCPC to request they Deny the transaction

Use when the request is in AWE at UCPC, but has not been approved or entered in Job Data
UCPC Communication With Leave Transactors

UCPC may create a case to ask a question about a leave transaction that is in progress.

UCPC may create a case to ask a question about a leave you have not entered yet (if the employee has indicated through a vendor they will be going out on leave).
Leave Approvals

- Critical Fields
- From the UPK
- What Not To Approve
Critical Fields for Leaves of Absence

Closely review dates to make sure they are not overlapping leave types on a particular date or dates.

Review Notes to ensure they include appropriate detail.

If you Deny a leave of absence transaction, including an edit, the initiator must submit a new absence request.

Review the Approve Extended Leave of Absence Request UPK on the UCPath Help Site for Transactional Users.
From the UPK

Same is true for the Deny button

Use the Approve button to display and approve the extended absence request. (The absence request is not approved by clicking this Approve button. A separate Approve button is used within the extended absence request details page.)
From the UPK Cont’d

Use the Deny button to deny the extended absence request. If the request is denied it is no longer available for update. (The absence request is not denied by clicking this Deny button. A separate Deny button is used within the extended absence request details page.)
Resource Review

- Websites
- Cognos Leave Reports
- Where to go for Leave Policy Guidance
- Pay for Family Care and Bonding
Resource Review

- UC San Diego Job Aids and Quick References: [https://ucpath.ucsd.edu/transactors/job-aids.html](https://ucpath.ucsd.edu/transactors/job-aids.html)
- How to Request a Leave of Absence
- How to Request Sabbatical Leaves
- How to Use Job Override to Limit Jobs Put on Leave Status
Resource Review

- UCPath Help Site for Transactional Users: https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html

- Job Aid: Extended Absence Request Leaves and Description
- Submit Medical Leave of Absence Request
- Submit Multi-Row Leave of Absence Request
- Extend Existing Leave of Absence
- Extend Leave of Absence with New Leave Type
- Cancel an Approved Leave of Absence
- Return from Leave of Absence
- Review Leave Monitoring Report
- View Manage Accruals
- View Benefits Summary
- View Extended Absence Trans History Component

- View Employee Absence Balance Data
- View Career and Benefits Elig Hrs INQ
- Job Aid: Career & Benefits Elig Hrs INQ Page for Locations
- Job Aid: Earn Code to Absence Mapping
- Job Aid: Earnings Code Configuration
- Submit Workers' Compensation Leave of Absence Request
- Submit Full Sabbatical Leave of Absence Request
- Submit Partial Sabbatical Leave of Absence Request
- Job Aid: Partial Sabbaticals – UCPC Impacts
## COGNOS Reports | Review

<table>
<thead>
<tr>
<th>Reports</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R110</td>
<td>Extended Leave Monitoring Report</td>
<td>Identifies all employees that are on extended leave and tracks unpaid leave in order to ensure direct billing is processed.</td>
</tr>
<tr>
<td>R40</td>
<td>Sabbatical Balances Report</td>
<td>Identifies sabbatical balances for faculty and who is currently on sabbatical leave.</td>
</tr>
<tr>
<td>R29</td>
<td>Leave Action Report</td>
<td>Identifies all extended leave of absence actions for an employee.</td>
</tr>
<tr>
<td>R12</td>
<td>Leave Balance Summary Report</td>
<td>Provides absence balances for each employee and for the department by pay period.</td>
</tr>
</tbody>
</table>
Where to go for Leave Policy Guidance

For Leave Policy Guidance please contact Employee Relations

https://blink.ucsd.edu/sponsor/hr/divisions-units/emp-relations/index.html

The following areas are managed by Marco Hermosillo:

- VC Resource Management and Planning
- VC Advancement
- Information Technology Services
- Central HR
Under the proposed Pay for Family Care and Bonding program, effective July 1, 2021, employees who take approved leave to care for a seriously ill family member or bond with a new child will be eligible to receive up to 70% of their wages for up to eight weeks. Details about the Pay for Family Care and Bonding program will be shared as soon as they are available, along with educational and training resources. If you have questions in the meantime, please email PaidFamilyMedicalLeave@ucop.edu.

- New Job Aids and training will be available in June.
BEST PRACTICES

- **Review** approved LOA paperwork as well as eligibility and benefits summary before entering LOA request in UCPath.
- Always adjust **Expected Return Dates** to reflect latest leave status.
- Ensure the **Expected Return Date** is not beyond the **Expected Job End Date**.
- Update the **Expected Return Date** to match the **Actual Return Date**.
- Remember to enter **Sabbatical Credits** used on the Leave transaction; there is no error message if not entered.
- Always review Payroll Processing Schedule when performing **Extended Leaves of Absence** transactions.
- Routinely check the Cognos **Extended Leave Monitoring Report**.
Key Takeaways | Entering Leave Transactions

- A new or a change to an existing **Absence Requests** require local approval and UCPC approval.
- **UCPC** is part of AWE routing for Leave of Absence requests and will **update Job Data**, if required, after they approve a Leave of Absence.
- A **new** Leave of Absence request must be initiated when the original transaction is denied by canceled by UCPC, or the leave type changes.
- There are two forms you should provide to an employee when they inform you of the need for an **unpaid** Leave of Absence prior to the beginning of the leave: Benefits Summary and Election Form.
- **Workers Compensation Leave** is only leave request that can be converted to **Medical Leave** without adding a new request.
- As soon as you know an employee is not returning from a leave on the **Expected Return Date** entered in the system, update the **Expected Return Date** to reflect the new date.
- When an employee returns from a leave an **Actual Return Date** must be entered in the **Administer Extended Absence** page.
Key Takeaways | Entering Leave Transactions

- **Sabbatical Leave of Absence** requires entry of Service Credit taken
- **Sabbatical Leave of Absence** is the only leave type where **Actual Return Date** is entered at the time the Leave Request is initiated
- Alternate work schedules require entry of all **unpaid** FMLA/CFRA/PDLL leave hours in **Adjustment Hours** field
- For Leave of Absence transactions to impact payroll, they must be submitted and approved locally no later than **3:00 pm** on the **Employee Data Change** deadline
- **UCPath** is the system of record for absence requests and accrual balances
- Use the Cognos **Extended Leave Monitoring Report** to track employee **Expected Return Dates**
- Requester **Notes** are **required** for all Leaves of Absence transactions
Have they fixed the summary form? It used to be that only the election form could be downloaded as a PDF. It should be working now.

I have an employee on FML that ended 5/14/21. The employee would like to take additional time off without pay. This would be Personal Leave without. Do I need to bring the person back from FML leave then enter the personal leave without pay? Do not return the employee. Keep expected return date as 5/15/21 and then enter a new leave transaction for the unpaid block starting 5/15/21.

On the absence request page, are there options under the "Leave" drop down for PAL and EPSL? I am currently revising a leave that will incorporate those two options. PAL does not go into UCPath (captured in Time & Attendance). EPSL use Leave drop down: FFCRA-Covid 19 (needs to be entered into Time & Attendance).

Who is the leave contact for academic affairs? Please refer to: https://blink.ucsd.edu/sponsor/hr/divisions-units/emp-relations/index.html

Retroactive FML and bereavement leave. Manage accruals for the sick time used? Were you able to submit the accruals from T&A? MO exempt EE, did as a historical update in Ecotime timesheet (approved). If adjustments were made through time and attendance they would have been sent to UCPath, no need for Manage Accruals. UCPath and Ecotime not matching accruals - what is the best way to determine which is correct? UCPath is the system of record, submit a SNOW ticket to update EcoTime balances.

How much in advance should we enter an actual return date to be sure the employee is active when they return to work? Wait until the employee actually returns to work. If the employee returns near a timekeeping deadline then recommended to work with the timekeeper to enter hours if employee doesn’t have access. Access to Time & Attendance is suspended during Unpaid Leave.
This question is tangentially related to leaves: Does Lincoln only contact UCPC about disability payments? I had heard UCPC would handle everything, but then earlier this week I received an email from Lincoln. That email is just an FYI for the department. You will continue to receive updates. UCPC completes the statement and manages the disability with Lincoln.

So, they will have access to other systems (Oracle, RSAS, whatever) even if they are inactive? Employees on leave should not lose access. They should only lose access if the department request their access to be removed or contacts ITS to ask them to deactivate AD. Transactor roles stay in place until an employee terminates or departments request removal via the form. If you ever see an example where someone on leave cannot access UCPath, please submit a SNOW ticket.